Paperless Permitting Applicant Guide

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The City of Salinas Permit Center

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65 West Alisal St. • Salinas, CA 93901 Monday-Friday • 9:00a.m.-4:00p.m. • 831-758-7251

SALINAS

Paperless Permits

Manual for Online permit applications

The Permit Services Division safeguards public safety by ensuring that both residential and commercial building projects are built according to applicable building codes, city ordinances, and state laws. The Permit Services is comprised of permit clerks, plan check staff and building inspectors. All of whom are here to provide timely intake, review, and inspection of all private development projects to help stimulate community development and growth.

The City of Salinas Permit Services Division has partnered with Avolve to provide the residents of Salinas the ability to apply for permits at your convenience. With this new software anyone can apply for permits 24 hours a day 7 days a week.

The Division strives to provide excellent customer service at the Public Counter and to guide our customers through the permitting process in the most efficient manner.

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Getting Started

Step 1:

Use an Internet Browser such as Edge, Firefox or Chrome. Be sure to turn off any pop-up blockers in the browser.

Step 2:

Open paperless permit site by going to:

https://salinas-ca-us.avolvecloud.com

Step 3:

Click on the box at the center of the screen titled "Create Account"

Step 3:

In the page "Create Your Account" fill in the required fields indicated with an asterisk.

Step 4:

After creating your account. Log back in using your credentials. Once logged in click on the box on the left-hand side of the screen title "Building Permits".

Below are the steps to complete a "Revision Application"

Step 1:

After selecting the "Revision Application" options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled "Start New Application Request". Next, choose the Revision Application type from the "Type" drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

Step 2:

Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or type of project you are working on. Adding in your address is also helpful. For example, "Revision Bathroom 123 Main St." or "ADU 123 Main St." The application name can be edited at any time.

Step 3:

Click on the box "Start Application Process". After clicking on "Start Application Process" a "Terms and Conditions" screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to "I have read, understand, and agree to the above terms and conditions." Next click on the grey box "Accept & Start My Application".

Step 4:

Once the terms and conditions have been accepted and the "Start My Application" button has been selected, you will be directed to the "Revision Application." To fill out the application you must first enter information into the "Application Information" section. All fields with an asterisk must be filled out to successfully submit your application. Once the Property Address is entered the fields of Property City, Property State, Property Zip Code, Property Parcel, and Property Subdivision will automatically populate. To fill the Project Address field, type in the first 3 digits of the address. A drop down with validated addresses will appear. Select your address from the list.

Revision Application

CITY OF SALINAS

COMMUNITY DEVELOPMENT DEPARTMENT

65 W Alisal Street, Salinas, California 93901

TEL: (831) 758-7251 | FAX: (831) 758-7938

WWW.CityofSalinas.org/Our-City-Services/Permit-Center

– Property Information   INCOMPLETE

Property Address *	
	ⓘ The Address must be Valid. If the address entered is not valid, the form may not be submitted.
Property City	
Property State	CA
Property Zip Code *	
Property Parcel	002061007000
Property Subdivision	

↖ ↻ ⊡ https://salinas-ca-us-test.av... A⌄ 🔍 ↕⊕   🗾   ↻   ↧   ⊞   Sign in   ⋯

Proposed Type of Project *   ○ Residential
                              ○ Commercial
                              ○ Mixed Use

If you find the Property Address not current or not showing, please contact the Salinas Permit Center at (831) 758-7251 option 1.

Project Address * | 542 |
                    ⚠ The Address must be Valid. If the address entered is not valid, the form may not be

542 ARCADIA WAY
542 ARCHER ST
Project City   542 ARCHER ST
                      542 CALAVERAS DR
                      542 CHEROKEE CT
Project State   542 CRESCENT WAY
                      542 DALLAS AVE
                      542 E ALVIN DR
Project Zip Code   542 E LAUREL DR
                      542 E MARKET ST, Unit A
                      542 E MARKET ST, Unit B
Project Parcel   542 GREEN ST
                      542 MAE AVE
                      542 MANOR DR
Project Subdivision   542 NORTHRIDGE MALL
                      542 OLD STAGE RD
Brief Description of Work *   542 RIKER ST
                      542 RIKER ST, Unit L/L
                      542 SAN BENITO ST
                      542 SAN BENITO ST, Unit A
                      542 SAN BENITO ST, Unit B
                      542 SAN BENITO ST, Unit C
                      542 STOCKTON ST
                      542 SUNRISE ST
                      542 SUTTER ST
Violation Related Permit *   542 TOWT ST
                      542 TULANE ST
                      542 VICTOR ST
                      542 WIMBLEDON AVE

– Builder Information   INCOMPLETE

Who is performing the work? * ○ Owner
                                ○ Contractor

– Owner   INCOMPLETE

Step 5:

The field "Revision to Permit Number" is required to be populated. Please enter the original permit number in this field. In the field "Additional Description Revision" please select from the drop-down menu "Plan Change", "Truss Calcs", "Misc", "Commercial Solar", or "Residential Solar".

Revision to Permit Number *

ⓘ Enter the original permit number

Additional Description of Revision * [select] ⌄

Step 6:

In the field "Brief Description of Work", please enter a short description of the work that will be done during the project. Below the "Brief description of Work" field please respond to the question "This revision is the result of an inspection correction notice".

Brief Description of Work *

ⓘ Maximum 60 Characters

This revision is the result of an
inspection correction notice *
○ Yes
○ No

Step 7:

The next section is the "Owner Section" this section will automatically populate with the information of the owner of the property. Please enter an email address and/or phone number in order to receive notifications throughout the permit application process. Below is an image of the "Owner" section. On the top right corner of the grey text box the word "Incomplete" will automatically change to "Complete" when the section is filed out completely.

Step 8:

In the "Contractor" section please choose between "Licensed Contractor" or "Contractor is not known." If the "Licensed Contractor" button is selected several fields will appear. You will be prompted to enter the contractor's license number. Once the license number is entered the fields of "Name", "Phone Number", "Address", "City", "State", "Zip Code" and "Email" will automatically populate. Below is an image of the "Contractor" section. In the top right corner of the grey text box the word "Incomplete" will automatically change to "Complete" when the section is filed out completely.

Step 9:

The "Engineer" section is a required field. In the "Engineer" section please choose between "Contact is known" or "Contact is not known." If you have an engineer, please enter any information you have regarding the engineer. This information includes "License Number", "Name", "Phone Number", "Address", "City", "State", "Zip Code", or "Email." Below is an image of the "Engineer" section. In the top right corner of the grey text box the word "Incomplete" will automatically change to "Complete" when the section is filed out completely.

Step 10:

The "Designer" section is not a required field. In the "Designer" section please choose between "Contact is known" or "Contact is not known." If you have a designer, please enter any information you have regarding the designer. This information includes "Name", "Phone Number", "Address", "City", "State", "Zip Code", or "Email." Below is an image of the "Designer" section. In the top right corner of the grey text box the word "Incomplete" will automatically change to "Complete" when the section is filed out completely.

– Designer (optional)

◉ Contact is known
○ Contact is not known

Name _____

Phone Number _____

Address _____

City _____

State `<select a state>` ⌄

Zip Code _____

Email _____

Step 11:

The "Architect" section is not a required field. In the "Architect" section please choose between "Contact is known" or "Contact is not known." If you have an architect, please enter any information you have regarding the designer. This information includes "License Number", "Name", "Phone Number", "Address", "City", "State", "Zip Code", or "Email." Below is an image of the "Architect" section. In the top right corner of the grey text box the word "Incomplete" will automatically change to "Complete" when the section is filed out completely.

○ Contact is known
○ Contact is not known

License Number

Name

Phone Number

Address

City

State   <select a state> ⌄

Zip Code

Email

Step 12:

The "Applicant Information" will automatically populate based on the information that you entered in Step 3. If any of the information is incorrect, please change your personal information in the Building Permits Portal. Below is an image of the "Applicant Information" section. In the top right corner of the grey text box the word "Incomplete" will automatically change to "Complete" when the section is filed out completely.

– Applicant Information

Applicant First and Last Name *   Applicant 1 Applicant 1

Phone Number *   (831) 758-7366

Applicant Address *   65 W. Alisal Street

Applicant City *   Salinas

Applicant State *   CA ⌄

Applicant Zip Code *   93901

Applicant Email Address *   askbuilding@ci.salinas.ca.us

Step 13:

The final section is titled "Signature". Please carefully read the statements and check the box acknowledging the statements. Below is an image of the "Signature" section. In the top right corner of the grey text box the word "Incomplete" will automatically change to "Complete" when the section is filed out completely. When completed please click on either the "Save for Later" text box or "Submit Request" text box.

Building Permits Portal

Once you have agreed to the terms and conditions you will be guided to the "Building Permit Application" page for the project you have created. If for some reason you time out of the application or get logged out your project can be accessed on the Building Permits Portal. The Building Permits Portal will look like the image below:

My Permits

On the top right-hand corner of the Building Permits Portal, there is a box called "My Permits". The "My Permits" box show projects that have been completed. By selecting a project in this section, you will be able to open the application for the project that have been completed.

Applications

On the bottom of the Building Permits Portal there is a box labeled "Applications". In the "Applications" dialogue box, you can search through both unsubmitted and submitted applications.

In the bottom right-hand corner of the "Applications" dialogue box there is a column labeled "Action". There are three actions that can be taken under the "Action" column; edit, copy and delete. The edit symbol is a pencil writing on a piece of paper, the copy symbol is two pages of lined paper and the delete symbol is a large X. You can select the action you want to take by hovering the mouse over the symbols. Below is a close-up image of the actions that can be taken:

Project Docx

Getting Started

There are two ways to log on to Project Docx.
1. Create a paperless permit account. From there you will have access to both the paperless permits applications and Project Docx.
2. Be invited to view a current project by an owner/contractor or someone working on a project.
    ➢ If you have received a link for access to a project please follow the following instructions

Using the dashboard

When logging in to ProjectDox to access a submitted application you can log into the Building Permits Portal or go directly to the ProjectDox portal. If you log in through the Building Permits Portal simply click on the hyperlink to the permit number under the "My Permits" section.
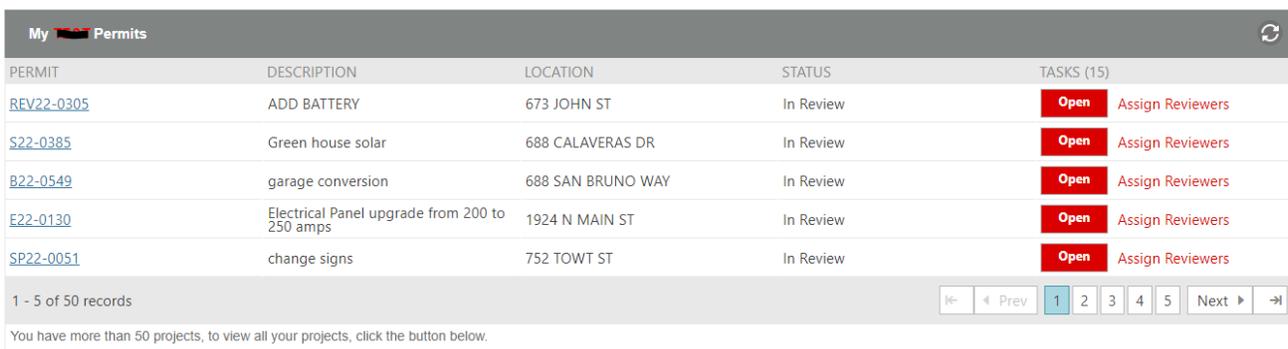
My ▬▬ Permits					⟳
PERMIT	DESCRIPTION	LOCATION	STATUS	TASKS (15)	
REV22-0305	ADD BATTERY	673 JOHN ST	In Review	**Open**	Assign Reviewers
S22-0385	Green house solar	688 CALAVERAS DR	In Review	**Open**	Assign Reviewers
B22-0549	garage conversion	688 SAN BRUNO WAY	In Review	**Open**	Assign Reviewers
E22-0130	Electrical Panel upgrade from 200 to 250 amps	1924 N MAIN ST	In Review	**Open**	Assign Reviewers
SP22-0051	change signs	752 TOWT ST	In Review	**Open**	Assign Reviewers

1 - 5 of 50 records   ⟸ ◁ Prev | 1 | 2 | 3 | 4 | 5 | Next ▷ | ⟹

You have more than 50 projects, to view all your projects, click the button below.

When logging into ProjectDox to access a submitted application you can log into the Building Permits Portal or go directly to the ProjectDox portal. If you log in through the Building Permits Portal, simply click on the hyperlink to the permit number under the "My Permits" section. When you click on the permit you would like to access you will be directed to your permits "Status" tab. Under the "Status" tab the applicant will be able to see how long the applicant has had the permit and how much time has passed since the permit application was submitted.

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Tasks Files **Status** Info Reports Discuss **B22-0549:** garage conversion

Review Type: BIC Building
Total Number of Files: 1

Time Elapsed: 34 days 7 hrs
Completed Submission (Prescreen): 24 days 1 hr
Prescreen Review Comments (Unresolved): 0

Time with Jurisdiction: 33 days 2.5 hrs
Time with Applicant: 1 days 4 hrs

Status: In Review
In Review: 10 days 6 hrs

Current Non-Completed Tasks: 1
Assign Reviewers: 10 days 6 hrs

For more details: Workflow Routing Slip View Report

By clicking on the "Tasks" tab you will be able to see what tasks are pending for you to complete on your permit. If nothing is appearing under the "Task" column that means that your permit is under review, and you currently have no new tasks to complete.

Tasks Files Status Info Reports Discuss	B22-0622: SH - Training 1214 - WFR3 - Extra						Main Contact:
Refresh Save Settings						All Overdue Priority	Show 14
ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...

0 - 0 of 0 records

Workflows
Refresh

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED

If you see instructions under the task column the instructions will tell you what steps you need to take. Under the group column you should see the word "Applicant"

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meaning that it is your task to complete. In the image below in the task column it states "Upload and Submit" meaning that the applicant still needs to upload and submit documents.

When you click on the task listed in the task column a new dialogue box will pop up. The dialogue box will have three tabs "Permit Information", "Original OAS Application", and "Invite Others." Under the "Permit Information" tab you will be able to see information regarding your permit including "Description", "Address", "Applied Date" and any restrictions on the permit.

UPLOAD AND SUBMIT

| **Permit Information** | Original OAS Application | Invite Others |

Permit Number:	B22-0627
SubType:	C-ACCESSIBILITY
Description:	Accessibility construction
Address:	65 W ALISAL ST C/A
Applicant:	▓▓▓▓▓ ▓▓▓▓▓▓
Email:	▓▓▓▓▓@ci.salinas.ca.us
Phone:	▓▓▓▓▓▓▓▓
Applied Date:	12/21/2022
Has Restrictions:	No
Parent Permit Number:	
Parent Project Number:	
Permit Type:	COMMERCIAL
Site APN:	002345018000
Site Zip:	93901
Status:	PENDING

Task Instructions   Watch video

Please follow the steps below:

Under the "Original OAS Application" tab you will see a link to the original application. If the link is selected the browser will take you to the Building Permits Portal and allow the applicant to view the original application.

UPLOAD AND SUBMIT

| Permit Information | **Original OAS Application** | Invite Others |

Click to view Application for BD-739

Under the "Invite" tab you will see a form to fill out to invite others to the project. Normally this is used to invite architects and/or designers to view the project. Below is an image of this tab:

UPLOAD AND SUBMIT

| Permit Information | Original OAS Application | **Invite Others** |

Invite/Remove Project User ❓

Invite to Group:	Applicant ▾
First Name:	
Last Name:	
Email:	
	Invite User

On the "Upload and Submit" page you will see three steps that need to be completed. Step 1 is to upload documents. Step 2 you must click the box to verify that all the required documents were uploaded. Step 3 you must click the "Submit" button to send the documents to city staff. If you do not have all the documents, you need ready for submittal you can click "Save for Later" and the documents will save in your profile until you are ready to submit the documents. Below are images of all three steps.

UPLOAD AND SUBMIT

Permit Information	Original OAS Application	Invite Others

Permit Number: B22-0624
SubType: R-ACCESSIBILITY
Description: Wheelchair Ramp
Address: 559 POWELL ST
Applicant: Melissa Guilfoyle
Email: melissag@ci.salinas.ca.us
Phone: 8608172991
Applied Date: 12/16/2022
Has Restrictions: No
Parent Permit Number:
Parent Project Number:
Permit Type: RESIDENTIAL
Site APN: 261816003000
Site Zip: 93907
Status: PENDING

Task Instructions   **Watch video**

Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: B22-0624   ?

Please click appropriately for the **type of files** you are uploading.   **Watch video**

[Upload Drawings]   [Upload Documents]

Uploaded files:

No files uploaded yet.

[Submit]   [Save for Later]

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation   ?

☐ *All files for this project have been uploaded   *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

[Submit]   [Save for Later]

If you are ready to upload documents, please click on the "Upload Drawings" box. When you click on the box a new dialogue box will appear. In order to upload files you can either click on the "Browse For Files" box or drag files into the area between the dotted lines. Once you have dragged and dropped your files or selected the files from your computer using the "Browse For Files" box click on the "Start Upload" box. The image below shows what you will see on your screen.

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Close Window

Folder: B22-0624\Drawings

| Browse For Files | or drag files into this area.

Start Upload

- -

- -

Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Once you click on the "Start Upload" box the file will appear with grey lines. Below is an image of what you will see on your screen while your file is uploading:
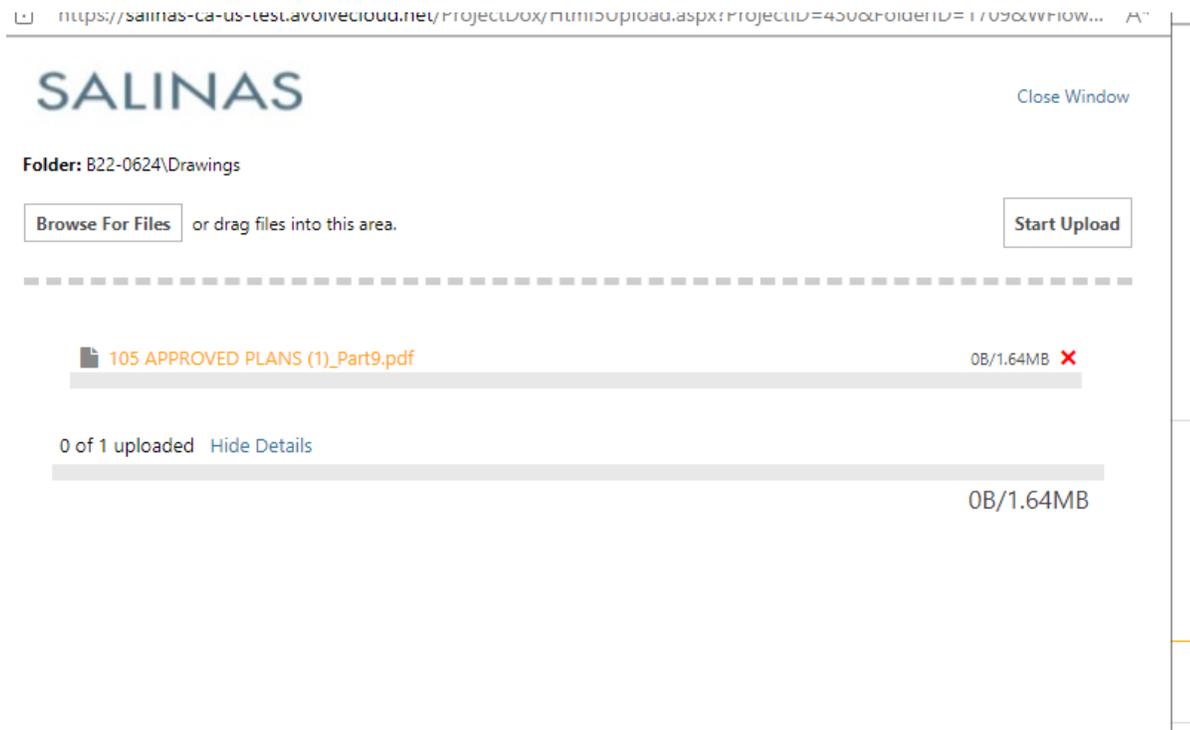
Once your file is uploaded you will receive an email stating that the file has been uploaded. Below is an image of what the email will look like:

After the Coordinator receives your application, it may be sent back to you. The coordinator may send the application back to you for payment on the permit or the coordinator may want you to add additional comments. When this happens, the application will appear on your portal. Under the "task" column you will see the phrase "Prescreen Corrections". This means that there are some corrections that are needed. Under the "Group" column it will say "Applicant" meaning that you will need to make the required corrections. Below is a picture of what you will see on your portal.

After the documents are submitted and sent to the coordinator for review you will receive the application back to fix comments or for payment. In the section titled "Add/Resolve Review Comments" you will be able to see if there are any comments that need to be added to complete the application. To view the comments, you will click on the box "Review Comments".

Permit Information | Original OAS Application

Permit Number:	B22-0585
SubType:	MU-POOL/SPA
Description:	Spa Pool
Address:	████████████ ██
Applicant:	████████████
Email:	████████@ci.salinas.ca.us
Phone:	8317587273
Applied Date:	11/10/2022
Has Restrictions:	No
Parent Permit Number:	
Parent Project Number:	
Permit Type:	MIXED USE
Site APN:	002613021000
Site Zip:	93901
Status:	PENDING

Task Instructions   Watch video

1. Review submission
2. Identify plan check fee payment
3. Add submittal review comments as needed
4. Select appropriate button at the bottom to complete task

Add/Resolve Review Comments   ❓

|	
Unresolved Comments:	0
Submitter Questions:	0
Info Only Comments:	0
New File Versions:	0
New Files:	1
Plan Review:	Review Comments Watch video

Payment Method: No payment record

After clicking the "Review Comments" button you will see a screen that displays comments from different departments. These departments include Coordinator, Addressing, Engineering, and Planning. Using the different drop-down boxes, you will be able to filter and sort the types of comments. You can also search through the comments using a keyword search. Below is an image of the drop-down boxes that will appear on your screen.
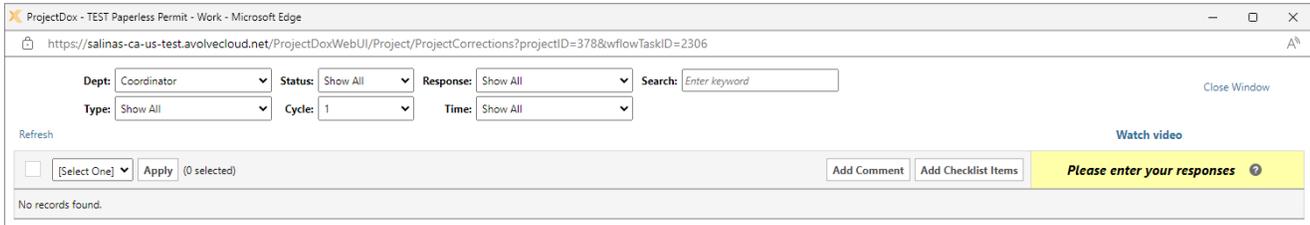
Underneath the drop-down boxes there are rows that will display the comments that staff has left for you. You can also add comments and questions for staff in this section. All comments that need a response will have a highlighted dark red box to the right of the comment section. This dark red box will display "Unresolved". When replies are added, staff will resolve the comments and the text in the box to the right of the comments will change to green and "Resolved" will be displayed. Please enter your comments in the box that states, "Type your response here." Below are two images of both "Unresolved" and "Resolved" comment boxes.
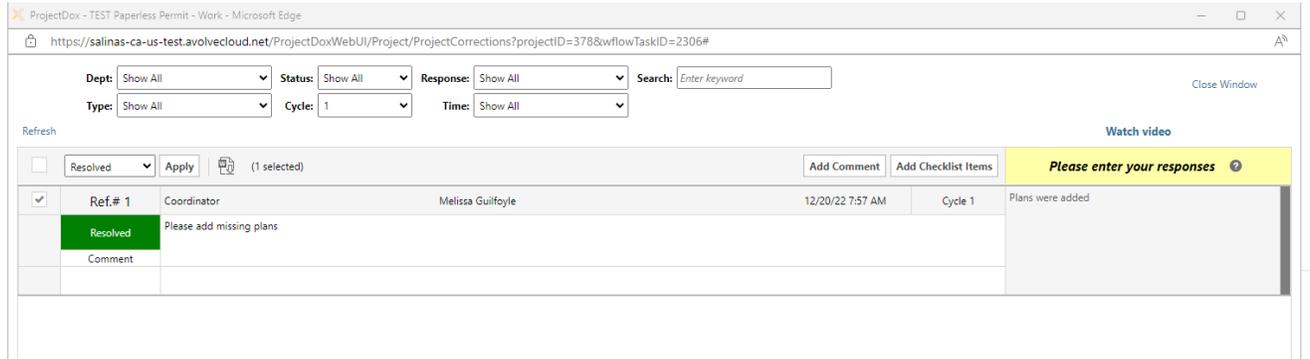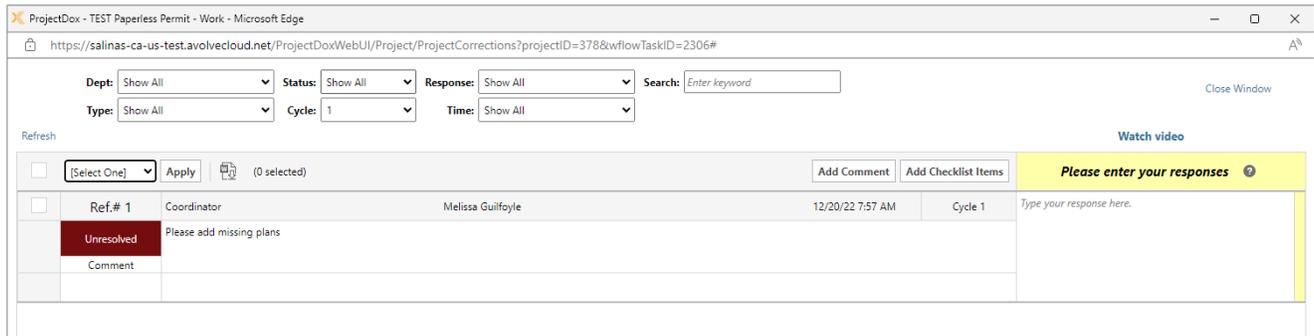
You may be required to upload additional drawings or documents during your permit application. When you would like to upload documents, you can click on the button that says, "Upload Documents". The documents will appear in the folder labeled "Documents" and the drawings will appear in the folder labeled "Drawings."

Task Instructions   Watch video
Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: B22-0625   ?

Please click appropriately for the **type of files** you are uploading.   Watch video

Upload Drawings   Upload Documents

Uploaded files:

Select folder to open file list.
 ▶ 📁 Drawings (1 - 1 New)
    📁 Documents
    📁 Issuance
    📁 Approved

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

After reviewing any correction or comments to your permit you may be required to resubmit the plans. If this is the case, you will receive a task on your dashboard that is titled "Respond and Resubmit." By clicking on the task, you will open a display box titled "Respond and Resubmit."

Refresh Save Settings Reset Settings   ☐ Show all tasks for all users All Overdue Priority   Show 14 ▼ records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...
Accept	Respond and Resubmit	B22-0625	Applicant	Pending	Medium	4/27/23 12:19 PM	12/20/22 11:19 AM

On the "Respond and Resubmit" page you will be able to view if there are any unresolved comments or Plan Review comments. Additionally, you will be able to export plan review to Excel. If you would like to review comments made by Plan Review click the "Review Comments" box next to Plan Review.

RESPOND AND RESUBMIT

| Permit Information | Original OAS Application | Review Results | Invite Others |

Permit Number:	B22-0625
SubType:	
Description:	Remodel Kitchen
Address:	███████DR
Applicant:	████████
Email:	████████@ci.salinas.ca.us
Phone:	8608172991
Applied Date:	12/20/2022
Has Restrictions:	No
Parent Permit Number:	
Parent Project Number:	
Permit Type:	RESIDENTIAL
Site APN:	003483007000
Site Zip:	93905
Status:	PENDING

Task Instructions   Watch video

Please follow the steps below:

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ❓

Unresolved Comments:	2
Info Only Comments:	0
Files with Markups:	1

Plan Review:	Review Comments		Export to Excel	Import Excel Responses	Watch video
	Review and respond online.		*Review and respond in Excel , then upload your responses.*		

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: B22-0625 ❓

Submit   Save for Later

By clicking to view unresolved comments you will also see any unresolved comments from Plan Review. You can access your marked plans by clicking on the hyperlink of the pdf that was uploaded. Any changes that are made to the plans will be denoted as "Changemark Note" followed by a number.

When the hyperlink is selected, you will be directed to view your plans that contain marks made by staff. Marks will be different shapes and sizes depending on the changes that need to be made. A list of the notes will appear in the middle column to the left of your plans. You can respond directly to the changes staff made to your plans by typing in the white box labeled "Your Response." Please make sure to click the box title "Save Response" after typing your comments to staff. In the grey box directly above the box titled "Your Response" you will be able to view your past comments as well as past comments by staff. Below is an image of a marked set of plans.